

PLANNING GIS SPECIALIST

GRADE: 19

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Planning Geographic Information System (GIS) Specialist performs intermediate professional and administrative work involved in utilizing GIS applications to create, maintain, and/or analyze data in support of the City's planning and permitting functions. The incumbent must possess sufficient understanding of the work in order to handle a variety of problems independently. The work requires interaction with people within and outside of the department and City government to carry out GIS support of planning efforts. The work is subject to functional policies and goals under general managerial direction. The incumbent participates with others in program development and service delivery. The work requires light physical effort under good working conditions. The employee's work is subject to general policy direction, practices, and procedures and general supervisory review. The work of the position has meaningful impact on the operations of the department and customers served.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- In support of the City's planning activities and responsibilities, utilizes GIS-based applications to organize, maintain, analyze, and/or measure and compare planning-related data.
- Integrates GIS modeling and landscape visualization tools with development

- plans to provide both context and focus for specialized planning studies.
- Creates GIS-based models, diagrams, and maps of existing and future development, land use, zoning, design, and related planning data.
 - Creates and projects alternative development, land use, and urban design scenarios according to different sets of planner-defined indicators or different sets of user-specified input.
 - Uses GIS and related software to develop and maintain a comprehensive library of data layers related to land holdings, land use, property parcels, address data, and other essential planning data sets.
 - Prepares spatial data and associated maps for the Department, general public, and others to accurately and effectively visualize current status and potential impacts of proposed development projects.
 - Interacts with City's GIS Manager and other departments and regional agencies to gather GIS and related data files and to investigate potential data corrections and updates.
 - Advises and provides assistance to planners and other staff in compiling and utilizing basic geographic data in support of organizational projects.
 - Performs customization of existing GIS applications using simple programming language, editing and other customization tools.
 - Prepares, updates, and distributes GIS maps and new information as it becomes available.
 - Keeps current with new GIS information and technology.
 - Attends meetings and conferences as requested.
 - Participates in development review activities of the department, coordinating work with other planners.
 - Performs other duties as assigned.

QUALIFICATIONS:

Required Training and Experience:

Bachelors degree from an accredited college or university in GIS, Geography, Computer Science, Statistics, Urban Planning, Civil Engineering or related field; and two (2) years of professional work experience in GIS in a planning environment to include utilization of ARCGIS, cartographic tools, and Microsoft Office software.

Preferred Knowledge, Skills and Abilities:

- Knowledge of principles, practices, and techniques of GIS, database management, and information technology related to spatial data formatting and editing.
- Knowledge of cartographic principles and experience in preparing presentable and professional maps from GIS data.
- Skills in the application of a geo-spatial perspective to collect, analyze, and evaluate data for planning purposes.

- General understanding of the principles, practices, and techniques of planning, zoning and development, long range planning or urban design.
- General understanding of the general principles and practices of public administration, public finance, economics, and environmental matters as applied to planning.
- Ability to establish and maintain effective working relationships with other employees and to deal tactfully with other governmental agencies, developers, engineers, and the public.
- Ability to read and understand construction and development plans.